

Hoppers Crossing Soccer Club Inc

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Team Manager Job Role and Junior Parent Policy

Background

Team managers are an essential requirement for all teams at junior level. Each team must supply a manager who will be expected to be a liaison point between the Executive and the junior parents. Managers are encouraged to delegate tasks to parents as per the job description. Teams which fail to supply a manager will not be registered with the Football Federation Victoria by the Club and will therefore cease to exist as a club team. If a manager leaves mid season the club expects another parent to take on the responsibility as manager.

As a member of the Club, the Manager is bound by all rules and conditions set down by the Executive of Hoppers Crossing Soccer Club. Additionally The Coach must also adhere to those rules and conditions set down by the governing Football Federation Victoria.

Managers may receive remuneration by the Club to compensate them for their expenditure during the year.

Experience shows that it is harder for any Club to survive without adequate volunteers. As a large number of jobs is done by a small number of people at the Club it is a decision of the Executive that team oriented and certain club tasks should be performed by the teams themselves.

Junior parents are expected to assimilate into the Club and assist the club where possible in the day to day running of their respective teams. Parents will be allocated a number of match day duties by their team manager. The performance of these duties is a condition of membership of the Club and is acknowledged by the parent/s upon application as a member. Failure or refusal to assist is team oriented tasks is a breach of policy and may result in disciplinary action being taken by the Club.

Role of Manager with Hoppers Crossing Soccer Club

The team manager is responsible for the jobs detailed below. Some of these jobs may be delegated at the discretion of the manager however each job is ultimately the responsibility of the manager:

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1. Act as a conduit between the Executive of HCSC and the team parents.
2. Ensure all relevant paperwork for the team is completed to allow their team and its players to be registered. Completion of all match day paperwork.
3. Co-ordinate the collection of membership fees of the team and ensure such fees and memberships are handled in accordance with the HCSC Membership Collection Policy.
4. Co-ordinate a roster of match day duties involving team parents. At a minimum the Club expects parents to attend to the following tasks:
 - Two parents to erect or take down (return) nets, corner flags and placement of benches where required depending on what time team plays and whether other teams are before or after. **(Home game only)**
 - Linesman during home and away matches where an official linesman has not been appointed. **(Home and Away games)**
 - Referee during home matches where an official referee has not been appointed. **(Home game only)**
 - Two ground marshals for each home game. Ground marshals shall wear the supplied tabard. **(Home game only)**
 - Two staff are required to work in the Club canteen for the duration of that parents team game and 15 minutes prior and 15 minutes after. **(Home game only)**
 - Parent to clean change rooms (home and away) after team use and any rubbish left on ground whether rubbish has been left by HCSC or away team. **(Home game only)**
5. In conjunction with the Team Coach, liaise with the parents and players. Communicate decisions effectively and aim to ensure that all players and their parents appreciate their time with Hoppers Crossing Soccer Club.
6. Co-ordinate washing and management of team strips.

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7. Inspect change rooms (home and away) prior to occupying such rooms. Ensure any untidiness and/or damage prior to occupation is noted and reported to the Club. If afterward all untidiness should be rectified by the team and damage reported to the Club.
8. Understand that practice matches must be coordinated through the practice match committee. (please read the policy on the website)

Other

This policy is written as a guide to effective junior team management at Hoppers Crossing Soccer Club. If coaches, managers or any person disagree with any aspect of this policy then this matter should be raised, in writing, with the Executive of HCSC so that the matter can be heard and determined in a fair and reasonable manner.